

DDP- Training  
FYI

6 DEC 1971

IS/DIM-71/57  
29 November 1971

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Training for Records Management Officers

1. We plan to begin a program to train a small number of well-qualified officers in all facets of records management with emphasis upon the broad aspects of the function. The training will include on-the-job instruction as well as more formal training. Upon completion of the program the officers will be assigned to RMO positions throughout the Clandestine Service.

2. The initial group of trainees will consist of approximately three officers at the GS-10 to GS-12 level who are experienced in some facets of records processing and procedures. There will be no more than five officers in the program at any one time. The officers will be available for on-the-job training or to attend appropriate records courses outside the Agency. The objective is the development of RMO's who are qualified in all of the functions of records management.

3. You mentioned at the last Records Management Board meeting that you have considerable information upon which a training course for records officers could be developed and that you would be glad to assist in pulling together such a training program for Agency-wide use. We accept your offer and request any assistance you or members of your staff can give us. We will appreciate it if you will provide us with a proposed training program which will help to qualify an officer for an RMO assignment in any large component of the CS or the Agency.

4. If you require further details on what we have in mind, please contact Mr. [REDACTED]

[REDACTED]

DDP Records Management Officer

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification